

# California Energy Commission



**Classification:** Energy Commission Supervisor II (EFF)

**Tenure:** Permanent

**Time Base:** Full Time

**Location:** Sacramento

**Salary:** \$5,312.00 - \$6,409.00

**Final Filing Date:** Until Filled

**Duties/Responsibilities:**

Under the general direction of the Office Manager for the Energy Efficiency Research Office, the incumbent will supervise the Energy Efficiency Research Offices' Buildings and Industrial, Agriculture, and Water program staff. The office funds research, development and demonstration (RD&D) projects to advance science and technologies not adequately provided by the regulated and competitive markets. The incumbent is knowledgeable in advanced energy efficiency technologies and/or competitive energy markets; participates in RD&D program planning and implementation; supervises and provides leadership to interdisciplinary staff that performs responsible, complex and difficult technology, economic and/or market analyses to support public interest energy RD&D; and consults with experts in the field.

- ☐ Supervises the Energy Efficiency Research Offices' Buildings and Industrial, Agriculture, and Water program staff and performs the following:
  - Plans and directs the work of staff;
  - Evaluates daily workload and prioritizes work including the work of team members and contractors;
  - Prepares, reviews and approves probation reports and annual performance appraisals;
  - Communicates with staff through routine meetings;
  - Interviews and hires staff;
  - Prepares, reviews and approves promotions and other significant personnel actions;
  - Prepares and reports on budgets and workplans;
  - Implements mechanisms to meet workplan and state energy policy objectives
  - Reviews all staff work, and maintains quality control of program products;
  - Prepares quality reports for expert and layperson readers and meets with the Office Manager as often as necessary to review the status of the section and resolve issues; and,
- ☐ Makes recommendations to the Office Manager, Division management, Executive Office, and Commission Policy Committees.
- ☐ Consult with the Office Manager, Division management, program-level leads, and Commissioners to plan the overall section goals and objectives; define workload requirements, schedules, and resource needs; and determine assignments and identify specific staff.
- ☐ Consult with stakeholders including representatives from government and private RD&D organizations and utilities, and technical experts to identify RD&D opportunities of alternative and advanced energy, energy efficiency and demand response systems or technologies in California; and define, develop and implement projects that provide significant public benefits to California and meet the policy and technical objectives of the PIER program.
- ☐ Make presentations at workshops and conferences and provide expert testimony at hearings sponsored by the Energy Commission, Public Utilities Commission and other agencies.
- ☐ Other duties as required consistent with the specification of the classification.

**Desirable Qualifications/Experience:**

- ☐ Excellent interpersonal skills. The successful applicant is expected to work within a larger team environment.
- ☐ Ability to communicate complicated information in a simple, consumer-friendly manner.
- ☐ Ability to coordinate interdisciplinary projects.
- ☐ Works with people inside and outside the Energy Commission and members of the general public.
- ☐ Exercises good listening and communication skills.

**Who May Apply:** Please indicate **RPA #580-475 and the basis of eligibility** (i.e.; transfer, list, reinstatement-re-employment, or SROA/Surplus eligibility) on application. Applications will be screened for experience and only the most qualified will be contacted for an interview. If you would like confirmation that your application has been received, please mail certified/return receipt.

**APPOINTMENT IS SUBJECT TO THE PROVISIONS OF THE SROA PROCESS: SROA/SURPLUS/ REEMPLOYMENT CANDIDATES ARE ENCOURAGED TO APPLY; SURPLUS EMPLOYEES MUST ATTACH A COPY OF THEIR SURPLUS STATUS LETTER.**

**INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:**  
 Debbie Powers/RPA #580-475  
 1516 Ninth Street, M.S. #3  
 Sacramento, CA 95814  
 (916) 654-4305  
 (Pos. #580-4940-001)    ok/af  
 California Relay (Telephone) Service for the Deaf or Hearing-Impaired  
 From hTDD Phones: 1-800-735-2929  
 From Voice Phones: 1-800-735-2922

